



COMPETENCY STANDARD

AGRICULTURAL CROPS PRODUCTION LEVEL-I

AGRICULTURE AND FISHERY SECTOR



Improving Skills and
Economic Opportunities
in Cox's Bazar

In collaboration with



NGO FORUM
FOR PUBLIC HEALTH



In partnership with

Canada

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Foreword

UN High Commissioner for Refugees (UNHCR), in collaboration with International Organization for Migration (IOM), BRAC, Center for Natural Resource Studies (CNRS), and NGO Forum for Public Health, is implementing a skills development project as part of a joint Initiative by International Labour Organization (ILO), UNHCR and BRAC with financial support from Global Affairs Canada (GAC) in the refugee camps of Cox's Bazar and on Bhasan Char.

The project has a target to reach a total of 8,000 refugee youth (18-24) participants for accredited vocational skills training which will be selected across the camps considering the demand of the refugee youths and labour market needs of Rakhine state of Myanmar so that the acquired skills can be utilised after their repatriation. To assess the skills needs of the refugee youths, UNHCR, in collaboration with UCEP Bangladesh, a national pioneer organisation in the vocational skills sector in Bangladesh, commissioned a Skills Needs Assessment in all refugee camps in Cox's Bazar and on Bhasan Char. In alignment with the Skills Needs Assessment findings and commitment, the project developed Competency Standards by adopting Myanmar National Qualification Framework (MNQF) or ASEAN Qualification Reference Framework (AQRf).

Following the requirement of the Myanmar National Qualification Framework (MNQF) or ASEAN Qualification Framework (AQRf), analysing the context of the camps, compatible aptitude and utilisation opportunities for the refugee youth and their educational qualifications, the pool of TVET experts of UCEP Bangladesh has developed course outline of the following ten occupations. Consequently, those ten course outlines have been translated into Competency Standards.

1. Sewing Machine Operation
2. Community Health Worker
3. Concreter
4. Small Engine Mechanic
5. Caregiving
6. Solar (PV) System Installation and Maintenance
7. Electrician (Building)
8. Plumbing
9. Agricultural Crops Production
10. Bakery and Pastry Staff

The following Competency Standard for **Agricultural Crops Production Level-I** is adapted from the "Training Regulations - Agricultural Crops Production NC I – Agriculture and Fishery, Processed Food and Beverages Sector" developed by the Technical Education and Skills Development Authority of the Philippines. Competency standards are benchmarks defining the skills, knowledge and attributes people need to perform a work role.

Qualification Framework Description (Certification System)

To attain the Agricultural Crops Production Level- I, the candidate must demonstrate competence through assessment covering all the units listed in Section 1. Successful candidates shall be awarded a Certificate of Participation issued jointly by UNHCR and ILO. The qualification of Agricultural Crops Production Level- I may be attained through the accumulation of Certificates of Competency (COCs) in the following areas:

1. Support horticultural crop work
2. Support nursery work
3. Support agronomic crop work
4. Support irrigation work

Successful candidates shall be awarded a Certificate of Participation. Accumulating and submitting all COCs acquired for the relevant units of competency comprising a qualification, an individual shall be issued a Certificate of Participation jointly by UNHCR and ILO to demonstrate the accumulated competencies. The Certificate of Participation may help the person attain the Recognition of Prior Learning (RPL) test in the country of origin or any other third country. Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

General Guidelines for the Assessment

In general, for the competency standard

Method of Assessment:	<ol style="list-style-type: none">1. Interviews/questioning2. Observation3. Demonstration4. Oral/written examination
Context of Assessment:	<ol style="list-style-type: none">1. Training is delivered from camp-based non-registered training centre2. Training materials and the curriculum modules are adopted from MNQF or AQRF3. Training programs are endorsed by the <i>Government of Bangladesh – United Nations Framework on Skills Development for Rohingya Refugee/FDMNs and Host Communities</i>
Information about development and characteristics of the Standard	<p>Course Title: Agricultural Crops Production Level: I Nominal Training Duration: 360 Hours</p> <p>This course is designed to enhance the knowledge, desirable skills and attitudes of Agricultural Crops Production Level I in accordance with industry standards. It covers Basic, Common and Core Competencies.</p>

Course Structure

Agricultural Crops Production Level-I

Code	Unit of Competencies	Total Guided Hours		
		Th.	Pr.	Total
Basic Competencies (2 UoCs Required)				
ISEC-AFP-ACP-01-B	Receive and respond to workplace communication	06	14	20
ISEC-AFP-ACP-02-B	Follow basic housekeeping procedures	08	22	30
Total in Basic Competencies		14	36	50
Industry Competencies (2 UoCs Required)				
ISEC-AFP-ACP-01-I	Follow the safety and health procedure	06	24	30
ISEC-AFP-ACP-02-I	Use farm tools and equipment	06	24	30
Total in Industry Competencies		12	48	60
Technical Competencies (4 UoCs Required)				
ISEC-AFP-ACP-01-T	Support horticultural crop work	14	56	70
ISEC-AFP-ACP-02-T	Support nursery work	10	50	60
ISEC-AFP-ACP-03-T	Support agronomic crop work	12	53	65
ISEC-AFP-ACP-04-T	Support irrigation work	10	45	55
Total in Technical Competencies		46	204	250
Total Nominal Hours		72	288	360

BASIC COMPETENCIES

- UNIT OF COMPETENCY** : **Receive and respond to workplace communication**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Follow routine spoken messages	1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 1.2 Instructions/information are properly recorded 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear
2. Perform workplace duties following written notices	2.1 Written notices and instructions are read and interpreted correctly in accordance with organizational guidelines 2.2 Routine written instruction are followed in sequence 2.3 Feedback is given to workplace supervisor based on the instructions/information received

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Written notices and instructions	1.1. Handwritten and printed material 1.2. Internal memos 1.3. External communications 1.4. Briefing notes 1.5. General correspondence 1.6. Marketing materials 1.7. Journal articles
2. Organizational Guidelines	2.1 Information documentation procedures 2.2 Company policies and procedures 2.3 Organization manuals 2.4 Service manual

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Knowledge of organizational policies/guidelines in regard to processing internal/external information • Ethical work practices in handling communications • Communication process 	1. Conciseness in receiving and clarifying messages/information/communication 2. Accuracy in recording messages/information
Required major tools and equipment for the UoC: <ol style="list-style-type: none"> 1. Pens 2. Note pads 	

- UNIT OF COMPETENCY** : **Follow basic housekeeping procedures**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 Unnecessary items are removed and disposed of in accordance with company or office procedures
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor
5. Perform work spontaneously	5.1 Work is performed as per instruction 5.2 Company and office decorum are followed and complied with 5.3 Work is performed in accordance with occupational health and safety (OHS) requirements

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Unnecessary items	1.1. Non-recyclable materials 1.2. Unserviceable tools and equipment 1.3. Pictures, posters and other materials not related to work activity 1.4. Waste materials
2. Identification marks	2.1 Labels 2.2 Tags 2.3 Colour coding
3. Decorum	3.1 Company/ office rules and regulations 3.2 Company/ office uniform 3.3 Behaviour
4. Minor repair	4.1 Replacement of parts 4.2 Application of lubricants 4.3 Sharpening of tools 4.4 Tightening of nuts, bolts and screws

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Principles of 5S • Work process and procedures • Safety signs and symbols • General OH&S principles and legislation • Environmental requirements relative to work safety • Accident/Hazard reporting procedures 	<ol style="list-style-type: none"> 1. Basic communication skills 2. Interpersonal skills 3. Reading skills required to interpret instructions 4. Reporting/recording accidents and potential hazards
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Pens 2. Note pads 3. Marker 4. Colour pens 	

INDUSTRY COMPETENCIES

- UNIT OF COMPETENCY** : **Follow the safety and health procedure**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to perform safety measures effectively and efficiently. It includes identifying areas, tools, materials, time and place in performing safety measures.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Follow safe work practices	1.1 Safety regulations and workplace safety and hazard control practices and procedures based on organization procedures are followed. 1.2 Hazards/ risk in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 Contingency measures during the events of workplace accidents, fire and other emergencies are complied with in accordance with organization procedures
2. Identify hazards and risks	2.1 Maximum tolerable limits of contaminants based on threshold limit values (TLV) which when exceeded will result in harm or damage to health are identified 2.2 Effects of the hazards are determined. 2.3 OHS issues or concerns and identified workplace hazards are reported to designated personnel in accordance with workplace requirements and relevant OHS legislation
3. Follow emergency procedures	3.1 Follow consistently Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed. 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 Personal Protective Equipment (PPE) are correctly used in accordance with organization's OHS procedures and.

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Safety regulations	1.1. Waste Disposable 1.2. Electrical and Fire Safety precaution 1.3. Signs
2. Hazards	2.1. Chemical 2.2. Electrical 2.3. Falls
3. Risks	3.1. Precaution hazards (use sharp tools) 3.2. Lifeline 3.3. Barricade 3.4. PPE (Masks, Gloves, Boots, Apron, Hat, Eye goggles) 3.5. Signs 3.6. Mask
4. Contingency measures	4.1. Location of first aid kit 4.2. Evacuation 4.3. Agencies contract 4.4. Farm emergency procedures

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<p>Safety Practices</p> <ul style="list-style-type: none"> • Implementation of regulatory controls and policies relative to treatment of area and application of chemicals • Proper disposal of waste materials <p>Codes and Regulations</p> <ul style="list-style-type: none"> • Compliance to health program of DOH and DENR • Hazard identification • Emergency procedures <p>Tools & Equipment: Uses and Specification</p> <ul style="list-style-type: none"> • Masks, gloves, boots, overall coats for health protection <p>Maintenance</p> <ul style="list-style-type: none"> • Regular check-up and repair of tools, materials and outfit before and after use 	<ol style="list-style-type: none"> 1. Ability to recognize effective tools, materials, and outfit 2. Ready skills required to read labels, manuals, and other basic safety information
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Tools, equipment, and outfits appropriate in applying safety measures 	

- UNIT OF COMPETENCY** : **Use farm tools and equipment**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to use farm tools and equipment. It includes selection, operation and preventive maintenance of farm tools and equipment.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Select and use farm tools	1.1 Identified appropriate farm tools according to requirement/use 1.2 Farm tools are checked for faults and defective tools reported in accordance with farm procedures 1.3 Appropriate tools and equipment are safely used according to job requirements and manufacturers conditions
2. Select and operate farm equipment	2.1 Identify appropriate <i>farm equipment</i> 2.2 Instructional manual of the farm tools and equipment are carefully read prior to operation 2.3 <i>Pre-operation check-up</i> is conducted in line with manufacturers manual 2.4 Faults in farm equipment are identified and reported in line with farm procedures 2.5 Farm equipment used according to its function 2.6 Followed safety procedures
3. Perform preventive maintenance	3.1 Tools and equipment are cleaned immediately after use in line with farm procedures 3.2 Routine check-up and maintenance are performed 3.3 Tools and equipment are stored in designated areas in line with farm procedures

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Farm equipment	1.1. Engine 1.2. Pumps 1.3. Generators 1.4. Sprayers
2. Farm tools	2.1. Sickle 2.2. Cutters 2.3. Weighing scales 2.4. Hand tools 2.5. Measuring tools 2.6. Garden tools
3. Pre-operation check-up	3.1. Fuel 3.2. Water 3.3. Oil 3.4. Lubricants 3.5. Battery

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<p>Safety Practices</p> <ul style="list-style-type: none"> • Ideal good work habits to demonstrate to workers easy and safety standards during operation of farm equipment <p>Codes and Regulations</p> <ul style="list-style-type: none"> • Effective work supervision in the operations of farm equipment <p>Tools & Equipment: Uses and Specification</p> <ul style="list-style-type: none"> • Knowledge in calibrating and use of equipment • Safety keeping of equipment every after use <p>Maintenance</p> <ul style="list-style-type: none"> • Regular upkeep of equipment • Preventive maintenance skills <p>Values</p> <ul style="list-style-type: none"> • Positive outlook towards work • Possesses pre-emptive/anticipatory skills 	<ol style="list-style-type: none"> 1. Ability to recognized defective farm equipment 2. Perform proper management practices of safety measures
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Service/operational manual of farm tools and equipment 2. Tools and equipment 3. Farm implements 	

TECHNICAL COMPETENCIES

- UNIT OF COMPETENCY** : **Support Horticultural Crop Work**
- UNIT DESCRIPTOR** : This unit covers the skills and knowledge required to support horticultural production under supervision. It requires the ability to prepare materials, tools and equipment for horticultural production work, undertake routine production assistance work, handle materials and equipment, and clean up on completion of work. Supporting horticultural production work requires knowledge of safe work practices relating to basic crop handling techniques including planting, maintaining, picking and packing, loading and unloading, and using associated farm tools and equipment.
- NOMINAL DURATION** : **70 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials, tools and equipment for <i>horticultural production</i> work	1.1 The required materials, <i>tools and equipment</i> are identified according to lists provided and/or supervisor's instructions. 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimise damage to the load and the vehicle. 1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use. 1.5 Work support is provided according to <i>OHS requirements</i> and according to <i>workplace information</i> . 1.6 <i>OHS hazards</i> are identified and reported to the supervisor.
2. Undertake <i>horticultural production work</i> as directed	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary. 2.2 Work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers is carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.

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<p>3. Handle materials and equipment</p>	<p>3.1 Waste material produced during work is stored in a designated area according to supervisor's instructions.</p> <p>3.2 Materials, equipment, and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.</p> <p>3.3 A clean and safe work site is maintained while working.</p>
<p>4. Clean up on completion of work</p>	<p>4.1 Materials are returned to store or disposed of according to supervisor's instructions.</p> <p>4.2 Tools and equipment are cleaned, maintained, and stored according to manufacturer's specifications and supervisor's instructions.</p> <p>4.3 Work outcomes are reported to the supervisor.</p>

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Horticultural production	1.1. Crops may include fruit, vegetables, herbs, flowers, foliage, bulbs, and tubers.
2. Horticultural crop work	2.1. Assistance with all activities associated with horticultural production such as land preparation, seeding/planting, maintaining, loading, and unloading, harvesting/picking, sorting, and packing. 2.2. Assisting with routine maintenance or cleaning of sheds and other fences, fixtures, and fitting.
3. Instructions	3.1. Instructions may include Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, manufacturer’s instructions, or verbal directions from manager or supervisor.
4. Tools and equipment	4.1. Tools and equipment may include knives, secateurs, spades, forks, ladders, hoes, packing equipment, boxes, bins and buckets, hoses and hose fittings.
5. Workplace information	5.1. Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
6. OHS hazards	6.1. Hazards may include, solar radiation, dust, noise, air- and soil-borne micro-organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
7. Personal protective clothing and equipment	7.1. Personal protective clothing and equipment may include boots/shoes, apron, gloves, sun hat, safety goggles, face mask and ear protectors.
8. Waste materials	8.1. Plant debris, litter and broken components, plastic, metal, paper-based materials. These may be recycled, re-used or disposed of according to enterprise work procedures.

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below.</p> <ul style="list-style-type: none"> • Safe work practices • Planting, picking, packing, loading, and transporting techniques appropriate to this level • Use of horticultural tools and equipment. 	<p>To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:</p> <ol style="list-style-type: none"> 1. Prepare materials, tools and equipment for work 2. Undertake work as directed 3. Handle materials and equipment 4. Clean up on completion of work.
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Workplace with nursery facilities 2. Tools, equipment, and materials required for nursery operations 3. Manufacturer’s instructions manuals 	

- UNIT OF COMPETENCY** : **Support Nursery Work**
- UNIT DESCRIPTOR** : This unit covers the skills and knowledge required to carry out work in wholesale or retail nurseries while under supervision. It requires the ability to prepare materials, tools and equipment for nursery work, undertake nursery work activities, store and stockpile materials, and clean up on completion of work. Supporting nursery work requires knowledge of safe work practices, nursery hygiene and quality control, nursery plant maintenance activities, basic stock control procedures, and propagation techniques.
- NOMINAL DURATION** : **60 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials, tools and equipment for nursery work	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions . 1.2 Checks are conducted on all materials, tools and equipment, with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimise damage to the load and the vehicle. 1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use. 1.5 Nursery support is provided according to OHS requirements and workplace information . 1.6 OHS hazards are identified and reported to the supervisor.
2. Undertake nursery work as directed	2.1 Instructions and directions provided by supervisor are followed, and clarification sought when necessary. 2.2 Nursery work is undertaken in a safe and environmentally appropriate manner according to nursery guidelines. 2.3 Interactions with other staff and customers is carried out in a positive and professional manner. 2.4 Nursery policy, procedures and OHS requirements in relation to workplace hygiene practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3. Store and stockpile materials	3.1 Plant debris and waste material produced during nursery activities are stored according to supervisor's instructions.

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	<p>3.2 Plant debris and waste materials are prepared and processed in an appropriate and safe manner according to supervisor's instructions.</p> <p>3.3 Surplus materials are stockpiled for removal according to supervisor's instructions.</p> <p>3.4 A clean and safe work site is maintained while completing nursery activities.</p>
<p>4. Clean up on completion of nursery work</p>	<p>4.1 Plants and materials are stored according to supervisor's instructions and OHS requirements.</p> <p>4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.</p> <p>4.3 Work outcomes are reported to the supervisor.</p>

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Nursery work	<p>1.1. Assisting with the display of nursery products (e.g., plant, goods and supplies) including unpacking, placing where directed, replenishing as required, preparing, and placing labels and other display materials.</p> <p>1.2. Provide nursery plant care including watering, weeding, removing dead materials, staking, trimming, and potting on of plants as directed.</p> <p>1.3. Load and unload nursery stock including preparing stock for dispatch and checking stock on receipt or at dispatch against documentation.</p> <p>1.4. Supporting propagation activities including assisting with preparing planting media, collecting propagating materials, and blocking up plants in correct patterns and spacing.</p>
2. Instructions	2.1. Instructions may include Standard Operating Procedures (SOPs), company policy and procedures in regard to product merchandising and displays, specifications, work notes, manufacturer’s instructions, product labels, or verbal directions from manager, supervisor, or senior operator.
3. Tools and equipment	3.1. Tools and equipment may include manual, wheelbarrows, trolleys, motorised trolleys, scissors, cleaning equipment, secateurs, knives, media trays, water spray container, dibblers, and rubbish bins.
4. Workplace information	4.1. Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
5. OHS hazards	5.1. Hazards may include heavy materials and equipment, slippery or uneven surfaces, moving machinery and vehicles, solar radiation, and potential dangers from handling potting media, fertilisers, watering systems, and spider and insect bites.
6. Personal protective clothing and equipment	6.1. Personal protective clothing and equipment may include boots/shoes, apron, gloves, sun hat, safety goggles, face mask and ear protectors.
7. Hygiene practices	7.1. Hygiene practices which may be applied include disinfestation and storage of planting media, disinfestation of contaminated plants and materials, hand washing, sanitising/sterilising tools, equipment and benching, access restrictions, and handling practices which minimise cross contamination.
8. Waste	8.1. Environmental considerations for waste disposal may include prompt removal and/or disinfestation of organic waste, use of mixing site, neutralising pits for disposal of chemicals and cleaning products, recycling seed trays, poly trays, bags, and recycling waste water or disposing using approved discharge system.

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
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<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below.</p> <ul style="list-style-type: none">• Safe work practices.• Nursery hygiene and quality control.• Nursery plant maintenance activities.• Basic stock control procedures.• Propagation techniques.• OHS legislative requirements and Codes of Practice.	<p>To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:</p> <ol style="list-style-type: none">1. Prepare materials, tools and equipment for nursery work.2. Undertake nursery work as directed.3. Store and stockpile materials.4. Clean up on completion of nursery work.
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none">1. Workplace with nursery facilities2. Tools, equipment, and materials required for nursery operations3. Manufacturer's instructions manuals	

- UNIT OF COMPETENCY** : **Support Agronomic Crop Work**
- UNIT DESCRIPTOR** : This unit covers the skills and knowledge required to support agronomic cropping work under supervision. It requires the ability to prepare materials; tools and equipment for cropping work, undertake cropping activities, handle materials and equipment, and clean up on completion of work. Supporting agronomic cropping work requires knowledge of safe work practices, cropping practices and related tools and equipment.
- NOMINAL DURATION** : **65 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials, tools and equipment for agronomic crop work	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions . 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimise damage to the load and the vehicle. 1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use. 1.5 Cropping support is provided according to OHS requirements and according to workplace information . 1.6 OHS hazards are identified and reported to the supervisor.
2. Undertake agronomic crop work as directed	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary. 2.2 Cropping work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers are carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3. Handle materials and equipment	3.1 Waste material produced during cropping work is stored in a designated area according to supervisor's instructions. 3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.

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	3.3 A clean and safe work site is maintained while completing cropping activities.
4. Clean up on completion of cropping work	4.1 Materials are returned to store or disposed of according to supervisor's instructions. 4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions. 4.3 Work outcomes are reported to the supervisor.

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Agronomic crop	1.1. Agronomic crops covered by this unit include coarse grains and grain legumes.
2. Agronomic crop work	2.1. Assistance with all activities associated with cropping such as land preparation, seeding, fertilising, harvesting, baling, raking, loading, and unloading or other relevant duties. 2.2. Removing weeds (rouging) or debris from crops or fields, and routine maintenance of sheds and other workplaces.
3. Instructions	3.1. Instructions may include Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, manufacturer’s instructions, or verbal directions from manager or supervisor.
4. Tools and equipment	4.1. Tools and equipment may include knives, hand tools, rope, sack trucks, fencing tools, augers, and brooms.
5. Workplace information	5.1. Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
6. OHS hazards	6.1. Hazards may include, solar radiation, dust, noise, air- and soil-borne microorganisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
7. Personal protective clothing and equipment	7.1. Personal protective clothing and equipment may include boots/shoes, apron, gloves, sun hat, safety goggles, face mask and ear protectors.
8. Waste materials	8.1. Plant debris, litter and broken components, plastic, metal, or paper-based materials. These may be recycled, re-used, returned to the manufacturer, or disposed of according to enterprise work procedures.

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below.</p> <ul style="list-style-type: none"> • Safe work practices. • Farm tools and equipment • Repair and maintenance of structures. 	<p>To achieve the performance criteria, appropriate literacy, and numeracy levels as well as some complementary skills are required. These include the ability to:</p> <ol style="list-style-type: none"> 1. Prepare materials, tools, and equipment for cropping work 2. Undertake work as directed 3. Handle materials and equipment 4. Clean up on completion of work.
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Workplace with commercial cropping 2. Tools, equipment, and materials required for supporting cropping activities 3. Manufacturer’s instructions manuals 	

- UNIT OF COMPETENCY** : **Support Irrigation Work**
- UNIT DESCRIPTOR** : This unit covers the skills and knowledge required to support the installation, operation and maintenance of watering and drainage systems under direct supervision. It requires the ability to prepare materials, tools and equipment for irrigation work, undertake irrigation activities, handle materials and equipment, and clean up on completion of work. Supporting irrigation work requires knowledge of safe work practices, irrigation work techniques, irrigation tools and equipment, and repair and maintenance of irrigation components and systems.
- NOMINAL DURATION** : **55 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials, tools and equipment for irrigation work	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions . 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimise damage to the load and the vehicle. 1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use. 1.5 Irrigation support is provided according to OHS requirements and according to workplace information . 1.6 OHS hazards are identified and reported to the supervisor.
2. Undertake irrigation work as directed	2.1 Instructions and directions provided by supervisor are followed, and clarification sought when necessary. 2.2 Irrigation work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers is carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3. Handle materials and equipment	3.1 Waste material and debris produced during irrigation work is stored in a designated area according to supervisor's instructions.

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	<p>3.2 Materials, equipment, and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.</p> <p>3.3 A clean and safe work site is maintained while undertaking irrigation activities.</p>
<p>4. Clean up on completion of irrigation activities</p>	<p>4.1 Materials are returned to store or disposed of according to supervisor's instructions.</p> <p>4.2 Tools and equipment are cleaned, maintained and stored according to manufacturers specifications and supervisor's instructions.</p> <p>4.3 Site is made good according to supervisor's instructions and good environmental practices.</p> <p>4.4 Work outcomes are reported to the supervisor.</p>

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Irrigation work	<p>1.1. Assisting with installation of irrigation and/or drainage pipes and components for gravity fed or pressurised systems, including digging trenches, back filling of trenches and completing other basic tasks as instructed.</p> <p>1.2. Assisting with maintenance of irrigation and/or drainage systems including clearing blockages, and completing other basic tasks as instructed.</p> <p>1.3. Work with a range of materials including plastic and metal pipes and components using hand tools commonly used in irrigation work.</p> <p>1.4. Associated irrigation activities including assisting in establishing work base, clearing site, erecting barriers and signs, unloading and loading of materials, setting out of works, cleaning up site and disposal of debris and materials.</p>
2. Instructions	2.1. Instructions may include Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, manufacturer’s instructions, or verbal directions from manager or supervisor.
3. Tools and equipment	3.1. Tools and equipment may include levelling equipment, wheelbarrow, string lines, tape measures, marking gauges, spades, shovels, crow bars, rakes, brooms, sanding blocks and hacksaws.
4. Workplace information	4.1. Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
5. OHS hazards	5.1. Hazards may include, solar radiation, dust, noise, air- and soil-borne micro-organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
6. Personal protective clothing and equipment	6.1. Personal protective clothing and equipment may include boots/shoes, overalls, gloves, sun hat, safety goggles, face mask and ear protectors.
7. Waste materials	7.1. Plant debris, litter and broken components, mulches, compost, plastic, metal, and paper-based materials. These may be recycled, re-used, or disposed of according to enterprise work procedures.
8. Made good	8.1. Paths are swept and cleaned, work area is left in a good state, disturbed areas are repaired, all materials, debris, tools and equipment are removed from site, and other signs of disturbance or damage are corrected.

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge	To achieve the performance criteria, appropriate literacy, and numeracy levels as well as some complementary skills are required. These include the ability to:

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<p>requirements for this competency standard are listed below.</p> <ul style="list-style-type: none">• Safe work practices.• Preparing for irrigation work and cleaning up on completion• Basic construction techniques• Irrigation tools and equipment• Maintenance practices for planted areas• Basic repair and maintenance of irrigation components and systems.	<ol style="list-style-type: none">1. Prepare materials, tools and equipment for irrigation work2. Undertake irrigation work as directed3. Handle materials and equipment4. Clean up on completion of work.
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none">1. Workplace with irrigation (any type) and/or drainage system2. Tools, equipment, and materials used maintaining and operating irrigation and/or drainage system3. Manufacturer's instructions manuals relating to irrigation and drainage operation and maintenance including maintenance schedules.	